



**LAND DEVELOPMENT PERMIT APPLICATION**  
**(INCLUDING MAJOR / MINOR AMENDMENT TO PREVIOUSLY APPROVED PERMIT)**

**Instructions:**

A properly completed application to include all required supplemental documents and payment of fees are due at the time of submittal. Original signatures are required. Incomplete applications will not be accepted nor further processed.

**Applicant Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Tax Map & Parcel #(s):** \_\_\_\_\_

**Physical Address (if applicable):** \_\_\_\_\_

**Checklist:**

1. Fee :

\$500 = Development Permit Application review = less than 2 acres

\$500 = Development Permit Application review = more than 2 acres (1<sup>st</sup> & 2<sup>nd</sup> review)

\$250 = Development Permit application (3<sup>rd</sup> + Reviews)

\$2,000 = Development Permit Application Review – land disturbance occurred without LDP when LDP required

\$500 = Major Amendment to Development Permit already approved

\$250 = Minor Amendment to Development Permit already approved

2. Completed Application Form including Owner Authorization Form \_\_\_\_\_

3. Water and sewer capacity letter from City of Commerce including receipt showing payment of tap fee(s) \_\_\_\_\_

4. Application for Land Disturbance Permit (LDP), if applicable \_\_\_\_\_

5. Plan sets \_\_\_\_\_

- Plat \_\_\_\_\_
- Site Plan \_\_\_\_\_
- Phases \_\_\_\_\_
- Grading / Erosion Sedimentation Pollution Control Plans (ESPC) \_\_\_\_\_
- Stormwater Management Plan \_\_\_\_\_
- Tree Protection and Landscaping Plan \_\_\_\_\_
- Utilities Plan \_\_\_\_\_
- Street Improvement Plan \_\_\_\_\_
- Other as required by Zoning Administrator \_\_\_\_\_

6. External Agency Approval \_\_\_\_\_

- GA EPD or GASWCC \_\_\_\_\_
- GA DOT \_\_\_\_\_
- Jackson County Environmental Health Department \_\_\_\_\_
- Non-Commerce Utility Provider: (Provide name(s) here) \_\_\_\_\_
- Other: \_\_\_\_\_



## **APPLICATION MATERIALS- DESCRIPTIONS:**

**APPLICATION FORM:** Original and notarized signatures of the property owner(s) and applicant(s) or notarized statement by the applicant as to ownership are required.

**APPLICATION FOR LAND DISTURBANCE PERMIT:** Separate permit application for LDP for project and required supporting documentation as applicable.

**PLAN SETS:** All development plans shall contain sheets for the following, as applicable:

1. **Plat.** A copy of the approved recorded plat of the subject property, demonstrating that the property to be developed is a lot of record or part of a lot of record. If land subdivision is proposed or implied in the development proposal, a proposed subdivision plat is required to be submitted with the development permit application;
2. **Site plan.** A site-specific plan, including at minimum the project location, total project area, natural features of the site (e.g., streams, drainage ways, significant vegetation, etc.) and proposed development features as required by the Commerce Unified Development Code (UDC), including easements or other information as required by the Zoning Administrator;
3. **Phases.** Proposed phasing of the development, if it is proposed to be built in phases or sections;
4. **Grading plan.** Grading plans as required and specified Article 7 of the Commerce UDC;
5. **Soil erosion plans.** Soil erosion plans are submitted as part of the land disturbance permit application. If a project is exempt from the requirement to obtain a land disturbance permit, the development permit application shall provide soil erosion plans sufficient to demonstrate compliance with best management practices and stream buffers;
6. **Stormwater management plan.** Stormwater management plans are submitted as a part of the land-disturbance permit application;
7. **Tree protection and landscaping plan.** All information and plans required by Article 9 of the UDC, as may be applicable;
8. **Utilities plan.** Plans for water, sanitary sewer, and other utilities;
9. **Street improvement plan.** If the development proposes new streets, whether public or private, or if the UDC requires improvement of a city street, the development permit application shall include information demonstrating compliance with the requirements of this UDC for the improvement of abutting city streets.

**SPECIFICATIONS:** Development plans shall contain the following (on one or more sheets), unless otherwise approved by the Zoning Administrator:

- (a) **Scale.** Plans shall be clearly and legibly drawn at an engineering scale convenient to illustrate the details of the project. Sheet size shall not exceed 36 inches by 42 inches. Plan and profile sheets, if any, shall have a horizontal scale of no less than 1 inch to 100 feet and a vertical scale of no less than 1 inch to 10 feet. The Zoning Administrator may approve deviations from these required scales when appropriate.
- (b) **Project boundary.** Plans shall be based on the boundaries of a lot as shown on a recorded plat, or if not yet subdivided and recorded, on a boundary survey delineating the entirety of the property contained within the project. Boundary lines of the perimeter of the tract shall be indicated by a heavy line giving lengths to the nearest one-hundredth of a foot and bearings to the nearest second.
- (c) **Adjoining property information.** Provide all adjoining property owners, subdivision names, lot numbers, lot lines, and block letters, and zoning districts for adjoining properties.
- (d) **Project name and phase.** The name of the project shall be indicated. If the project is located within a subdivision, the name of the subdivision, lot, and block number must also be shown. If the development project is part of a phased development or master-planned development, identify the unit number, division, phase, or stage of development.
- (e) **Zoning and prior approvals.** The existing zoning district and if applicable overlay district of the project site, and reference if applicable to conditions of zoning, variance, special use, or other permissions including case numbers and dates of approval.



(f) **Owner and developer.** Name, address, telephone number, and e-mail address of the owner of record, and of the developer (if not the owner).

(g) **Professional contacts.** Name, address, and telephone number of each professional firm associated with the site development plans (engineer, landscape architect, etc.).

(h) **Map requisites.** Date of survey, north point, and graphic scale, source of datum, date of plan drawing, and space for revision dates.

(i) **Use.** Proposed use of the site, including gross square footage for each different use type or building.

(j) **Location references.** Location, district, land lot(s) and parcel(s) acreage or area in square feet.

(k) **Location sketch.** A location sketch showing the development site in relation to the surrounding area with regard to well-known landmarks such as major thoroughfares or railroads. Sketches may be drawn in freehand and at a scale sufficient to show clearly the information required, but not less than 1 inch equal to 2,000 feet. U.S. Geological Survey quadrangle maps may be used as a reference guide for the location sketch.

(l) **Buildings, access, and parking.** Size, location, and ground elevation of all proposed buildings and existing buildings to remain or to be demolished, and minimum required building setback lines, the location of parking and loading areas, driveways, curb cuts and where required designated fire lanes. Each building shall be identified with a number or letter. See Article 6 of this UDC for access, driveway, and parking requirements.

(m) **Topography and grading.** Existing contour lines based on sea level datum shall be drawn at intervals of not more than two (2) feet and shall include the entire site and all abutting public streets. Contour lines shall be based on field surveys or photogrammetric methods from aerial photographs. The basis for the topographic contour shown shall be specified and dated. Grading plans shall show proposed contours. Grading shall be performed in accordance with the lines and grades indicated on the approved grading plan.

(n) **Natural features within the proposed development.** These include drainage channels, bodies of water, and other known significant features such as extensive exposed rock. On all water courses the direction of flow shall be indicated. The 100-year floodplain shall be delineated and the source of the depicted floodplain information shall be indicated (i.e., reference to map panel numbers and dates). The acreage or area in square feet within the floodplain shall be indicated. See Article 11 of this UDC for additional requirements when development is proposed to be located in a floodplain or flood hazard area.

(o) **Man-made features.** These include those features existing within and adjacent to the proposed development including existing right-of-way width and pavement widths of adjoining streets, street names, the location and dimensions of existing bridges, easements (all purposes), culverts and other drainage facilities, water, sewer, and other existing utility lines and structures, the names of jurisdiction lines; existing structures on the site and their disposition, and other appropriate built-environment information.

(p) **Trees, buffers, landscaping.** If buffers or other landscaping or screening treatments are required, show the location, size, and type (natural or planted) on the plans conforming to the requirements of this UDC, as applicable.

(q) **Utilities and other easements.** Easements for water and sanitary sewer as may be required by the utility provider with jurisdiction.

(r) **Standard drawings.** The Zoning Administrator may require that the development plans include standard drawings if adopted by the city, or a standard drawing of any utility provider with jurisdiction over the development project. Where no standard



drawing is available but is needed as determined by the zoning administrator, the applicant's engineer or designer shall provide any such standard drawing requested, or Jackson County standard drawings shall be used.

(s) **Signature blocks.** The Zoning Administrator may require signature blocks with pertinent information to be signed by the owner/developer, the plan preparer, a utility provider, an external agency, and approval block for signature by the zoning administrator.

(t) **Additional information.** Other information as may be specified by the zoning administrator, as may be necessary to review the development plan and ensure compliance with this UDC.

**EXTERNAL AGENCY APPROVAL(S):** Approvals from all other agencies with regulatory jurisdiction over the project. Plans shall be submitted by the applicant to these external agencies, for comments and approvals (the Zoning Administrator is not responsible for that function). Approval by the external agency is to be communicated to the zoning administrator. The Zoning Administrator is not responsible for delays in approval of development plans when a development permit applicant is required to be approved by an external agency but has not obtained approval from that external agency with jurisdiction over the development proposal.

(a) **GA Environmental Protection Division (EPD) or GA Soil and Water Conservation District (GSWCC).** Development plans which include a land disturbance permit application require the review of soil erosion and sedimentation control plans by either the Environmental Protection Division or the Soil and Water Conservation District (see Article 8 of this UDC). Such reviews are coordinated by the zoning administrator.

(b) **Georgia Department of Transportation.** If the development is on a state highway, also make application directly to the Georgia Department of Transportation district office with jurisdiction, following that agency's procedures for driveways and encroachments.

(c) **Environmental Health Department.** If the development is to be served by on-site sewage disposal system, also make application directly to the Jackson County Environmental Health Department following that agency's procedures.

(d) **Non-city utility provider.** If the development is served by a utility provider other than the city, also make application directly to that agency following that agency's procedures.



**PROPERTY INFORMATION:**

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PROJECT NAME : \_\_\_\_\_

TAX MAP & PARCEL #(S): \_\_\_\_\_

ADDRESS OF PROPERTY: \_\_\_\_\_

PROPOSED USE OF DEVELOPMENT: \_\_\_\_\_

ROADWAY(S) TO ACCESS PROPERTY: \_\_\_\_\_

# OF LAND LOT(S): \_\_\_\_\_ TOTAL ACREAGE: \_\_\_\_\_

CURRENT ZONING DISTRICTS(S): \_\_\_\_\_

RESIDENTIAL DEVELOPMENT

No. of Lots/Dwelling Units: \_\_\_\_\_

Dwelling Unit Size(s) (Heated sq. ft./ Total sq. ft.): \_\_\_\_\_

Dwelling Unit Size(s) (Heated sq. ft./ Total sq. ft.): \_\_\_\_\_

NON-RESIDENTIAL DEVELOPMENT

No. of Buildings/Lots: \_\_\_\_\_

Lot(s) abutting residential district? \_\_\_\_\_

PROPOSED SOURCE OF WATER:     CITY OF COMMERCE     WELL     OTHER: \_\_\_\_\_

PROPOSED WASTEWATER SERVICE:  CITY OF COMMERCE SEWER     SEPTIC     OTHER: \_\_\_\_\_

**PROFESSIONAL DESIGNER INFORMATION:**

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Name: \_\_\_\_\_

Business Name: \_\_\_\_\_

Address: \_\_\_\_\_

City, State \_\_\_\_\_ Zip \_\_\_\_\_

Phone Number(s): \_\_\_\_\_

Email Address \_\_\_\_\_



**OWNER/APPLICANT INFORMATION:**

**APPLICANT:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City, State \_\_\_\_\_ Zip \_\_\_\_\_

Phone Number(s): \_\_\_\_\_

Email Address \_\_\_\_\_

**PROPERTY OWNER INFORMATION:**

\*If more than one property owner, add additional pages as needed for each property owner.\*

Property Owner Name: \_\_\_\_\_

Mailing Address (if different from above): \_\_\_\_\_

City, State \_\_\_\_\_ Zip \_\_\_\_\_

Phone Number(s): \_\_\_\_\_

Email Address \_\_\_\_\_

Property Owner Name: \_\_\_\_\_

Mailing Address (if different from above): \_\_\_\_\_

City, State \_\_\_\_\_ Zip \_\_\_\_\_

Phone Number(s): \_\_\_\_\_

Email Address \_\_\_\_\_



**APPLICANT'S CERTIFICATION:**

THE UNDERSIGNED BELOW STATES UNDER OATH THAT THEY ARE AUTHORIZED BY THE PROPERTY OWNER TO MAKE THIS APPLICATION.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Type or Print Name

Notary Seal

\_\_\_\_\_  
Signature of Notary Public

\_\_\_\_\_  
Date



**PROPERTY OWNER'S CERTIFICATION:** \_\_\_\_\_

\*Signature page required for each/every owner.\*

I do solemnly swear and attest, subject to criminal penalties for false swearing, that I am the legal owner, as reflected in the records of Jackson County, Georgia, of the property identified below, which is the subject of the attached application before the City of Commerce, Georgia. As the legal owner of record of the subject property, I hereby authorize the individual named below to act as the applicant in the pursuit of the application in request of the item indicated below.

I, \_\_\_\_\_, authorize, \_\_\_\_\_,  
(Property Owner) (Applicant)

to file for a \_\_\_\_\_, at \_\_\_\_\_  
(Development Permit / Major or Minor Amendment) (Parcel # and/or Physical Address)

on this day \_\_\_\_\_ of \_\_\_\_\_, 20\_\_\_\_\_

- I understand that failure to supply all required information (per the relevant Applicant Checklists and requirements of the City of Commerce Unified Development Code) will result in REJECTION OF THE APPLICATION.
- I agree to obtain additionally required permitting separately.
- I understand that representation associated with this application on behalf of the property owner, project coordinator, potential property owner, agent or such other representative shall be binding.

\_\_\_\_\_  
Signature of Property Owner

\_\_\_\_\_  
Date

\_\_\_\_\_  
Type or Print Name

\_\_\_\_\_  
Notary Seal

\_\_\_\_\_  
Signature of Notary Public

\_\_\_\_\_  
Date